

ATTACHMENT 1

SYNOPSIS NUMBER: NNK15534232R

ARCHITECT-ENGINEER PAST PERFORMANCE QUESTIONNAIRE

INSTRUCTIONS AND RATING GUIDELINES

Instructions

This evaluation is to be completed as indicated below. The A-E team must provide one evaluation for each past performance customer contact identified in section F of SF 330. For purposes of these evaluations, the term “contract” is synonymous with “project”. This package consists of the following:

<u>Section</u>	<u>Description</u>	<u>Who completes</u>
Section I	Basic contract information	Architect-Engineer team being evaluated
Section II	Evaluator identification information	Customer Evaluator
Section III	A-E Past Performance Report	Customer Evaluator

Questionnaires will not be accepted directly from the A-E team. Customer Evaluators must send evaluations directly to the Contracting Officer. The Customer Evaluator must submit their completed questionnaires to either address listed below, to arrive no later than 2:00 pm Eastern Daylight Time (EDT) on January 30, 2015.

Name:	Sharon White
Email Address:	Sharon.L.White@nasa.gov
Mailing Address:	NASA John F. Kennedy Space Center Procurement Office Code: OP-ES Kennedy Space Center, Florida 32899

Section I

To be completed by the A-E team submitting a submission for evaluation.

A-E Team Name:	
Contract Title:	
Contract Number:	
Contract Award Date:	
Contract Completion Date:	
Point of Contact (Customer Evaluator) Name/Address/Office Phone Number:	
Brief Description of Work Performed:	

Section II

To be completed by Customer Evaluator.

NASA will NOT divulge the names of the individuals providing reference information about an A-E team's past performance.

Name of A-E Contractor Being Evaluated:	
A-E Contractor's Status (Prime or Sub-Consultant):	
A-E Contract Number:	
Description of A-E Services Provided:	
A-E Contract Period of Performance:	
A-E Contract or Subcontract Value at Award:	\$
A-E Contract or Subcontract Value at Completion:	\$
For design contracts which were completed by the A-E team and awarded for construction 1) The final estimated construction contract award price 2) The actual construction award price	1) \$ 2) \$
Evaluator's Company/Agency Name:	
Evaluator's Name (Typed/Printed):	
Evaluator's Signature:	
Phone Number:	
Facsimile Number:	
E-mail address:	
Dates of Involvement in Contract:	
Date Questionnaire Completed:	

Section III
ARCHITECT-ENGINEER PAST PERFORMANCE REPORT
RATING DEFINITIONS

For each question below, please rate the contractor from Unsatisfactory to Excellent (as defined below) and please elaborate on the specifics of your rating in the Narrative Summary. A rating of Not Applicable should be used if either the question is not applicable or the answer is unknown. The Not Applicable rating is neutral and will have no impact on the assessment of Past Performance. The Contracting Officer may contact the respondent for additional information, if needed.

Quality of Work	Cost Control & Estimating	Compliance with Performance Schedules	Management Effectiveness
<i>Excellent</i>			
There were no quality problems.	There were no cost issues.	There were no delays.	Responses to inquiries, technical, service, and administrative issues were effective and responsive.
<i>Good</i>			
Technical issues did not impact achievement of contract requirements.	Cost issues did not impact achievement of contract requirements.	Delays did not impact achievement of contract requirements.	Response to inquiries, technical, service, and administrative issues were usually effective and responsive.
<i>Fair</i>			
Technical issues required minor Client resources to ensure achievement of contract requirements.	Cost issues required minor Client resources to ensure achievement of contract requirements.	Delays required minor Client resources to ensure achievement of contract requirements.	Response to inquiries, technical, service, and administrative issues were somewhat effective and responsive.
<i>Poor</i>			
Technical issues required major Client resources to ensure achievement of contract requirements.	Cost issues required major Client resources to ensure achievement of contract requirements.	Delays required major Client resources to ensure achievement of contract requirements.	Response to inquiries, technical, service, and administrative issues were marginally effective and responsive.
<i>Unsatisfactory</i>			
Non-conformances or technical issues compromised the achievement of contract requirements, despite use of Client's resources.	Cost issues compromised performance of contract requirements.	Delays compromised the achievement of contract requirements, despite the use of Client's resources.	Response to inquiries, technical, service, and administrative issues were not effective and not responsive.

Section III (Cont'd)

ARCHITECT-ENGINEER PAST PERFORMANCE REPORT

Item	FACTORS/RATINGS	Excellent	Good	Fair	Poor	Unsatisfactory	Not Applicable
	<i>Quality of Work</i>						
1	Overall skill level & technical competence of A-E's personnel						
2	Ability to identify risk factors and alternatives for alleviating risk						
3	Ability to identify and solve problems expeditiously						
4	Overall quality of delivered products						
	<i>Cost Control</i>						
5	Ability to control contract cost (if the contract experienced an overrun, please comment in the Narrative Summary)						
6	Ability to search for and apply cost efficient practices						
7	Ability to provide accurate and complete cost estimates						
	<i>Compliance with Performance Schedules</i>						
8	Ability to complete major tasks or key project milestones on schedule						
9	Ability to provide timely reports and documentation submittals						
	<i>Management Effectiveness</i>						
10	Ability to effectively coordinate, integrate & manage subcontractors						
11	Ability of management team to show innovation and a proactive approach to problem identification and resolution						
12	Ability to effectively interface with the Customer's staff						
13	Ability to respond to customer changes						
14	Ability to meet project requirements						
15	Ability to effectively communicate pertinent issues throughout the contract						
	<i>Customer Satisfaction</i>						
16	How would you rate the A-E's <u>overall management performance</u> on this contract						
17	How would you rate the A-E's <u>overall technical performance</u> on this contract						
18	Would you use this A-E again? (If "No", please comment in the Narrative Summary)	YES			No		

NARRATIVE SUMMARY (Use this section to elaborate on the specifics of the rating and to explain additional information not included above)

[illegible]

PAST PERFORMANCE TRANSMITTAL LETTER - SAMPLE

This acquisition is for the Architect-Engineer (A-E) Services for the Design and Other Professional Services necessary to Rehabilitate, Modernize, and/or Develop New Mechanical Systems for Facilities and Ground Support Systems at the Kennedy Space Center (KSC), Florida; Cape Canaveral Air Force Station (CCAFS), Florida; Vandenberg Air Force Base (VAFB), California; other NASA assets; and launch or landing sites worldwide. Combined Synopsis number NNK15534232R.

A-E CONTRACTOR LETTER: FORMAT

[Date of Letter]

[Name and Address of A-E's Customer]

Attention: *[Name and Designation of Customer Evaluator]*

Dear *[Customer Contact Name]*:

We are currently responding to the NASA, Kennedy Space Center Request synopsis NNK15534232R. NASA is requesting that customers of entities responding to the synopsis participate in the evaluation process. We have included our project for your company/agency as a past performance reference. An Architect-Engineer Past Performance Report is enclosed. We respectfully request that you complete Sections II and III of the enclosed evaluation and return the signed, completed questionnaire to the Contracting Officer at either address listed below. Your completed questionnaire must arrive no later than 2:00 pm Eastern Daylight Time (EDT) on January 30, 2015.

Name:	Sharon White
Email Address:	Sharon.L.White@nasa.gov
Mailing Address:	NASA John F. Kennedy Space Center Procurement Office Code: OP-ES Kennedy Space Center, Florida 32899

In order to maintain the integrity of this process, **DO NOT** return the Past Performance Report to us. Return it to the email or mailing address listed above.

Please direct any questions to the Contracting Officer, Sharon White at (321) 867-7230.

Sincerely,

[Name of Signer]

[Designation of Signer]